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24 January 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -  
25X1A9a [REDACTED]  
GS-5 to GS-6

25X1A9a

1. [REDACTED] serves as Logistics Officer and Property Accountability Officer for the Office of Research and Development. In addition he has responsibilities related to travel processing, general housekeeping and maintenance, and acts as liaison with the various divisions in Logistics concerned with overall logistics support.

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2. [REDACTED] has demonstrated a great deal of initiative in carrying out his duties and has made excellent progress in learning the details of his job assignments and in improving his knowledge of Agency requirements for logistics affairs. His responsibilities and his performance of those responsibilities are considerably above his present grade level.

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3. It is recommended that [REDACTED] be promoted from a GS-5 to a GS-6.

25X1A9a

[REDACTED]  
Administrative Officer

RECOMMEND APPROVAL

JSI  
Chairman, Special Panel/ORD

APPROVAL:

JSI  
Director of Research and Development

Distribution:

Original & 1 - Addressee  
1 - CSP  
1 - PO/ORD

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